

# 2015 Circle City Classic



**September 26, 2015 – Parade and Fan Festival Tailgate**

**Department of Code Enforcement**  
Information Packet

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# Summary

Section 986-201 of the Revised Code of the Consolidated City of Indianapolis states, “notwithstanding any other provision of this Code, the following activity shall be permitted within the special event zone boundaries during a civic sponsored special event, provided that a limited duration license is first issued by the bureau of license and permit services.”

This packet provides a brief summary of activities affected by the implemented clean zone that may necessitate Limited Duration Licenses (LDL). An LDL, defined by section 986-101 of the Revised Code of the Consolidated City of Indianapolis, is “a license issued by the bureau of license and permit services for a limited time frame within a defined area and for certain activities as authorized by this chapter. “.

LDLs are subject to review by the event sponsor and required for any activity listed below:

- Temporary Vending
- Sampling
- Temporary Signs
- Temporary Structures
- Currently Licensed Activity
- Use of Previously Vacant Structures
- Mobile Wireless Facilities

Additionally, a clean zone timeline, a map of the clean zone, frequently asked questions, and contact information for both the Department of Code Enforcement and the event sponsor are provided within this packet.

A copy of [Chapter 986](#) of the Revised Code may be found on the Special Events website: <http://www.indy.gov/specialevents>.

For questions and information, please contact the Department of Code Enforcement Bureau of License and Permit Services via email at [specialevents@indy.gov](mailto:specialevents@indy.gov) or via telephone at (317) 327-4316.

Please be advised that all information included in this packet is provided for informational purposes and may be subject to change. Changes and modifications will be posted on the special events [website](#).

# Relevant Dates

## August 26

Distribution of Clean Zone Information Packet

Department of Code Enforcement (“DCE”) begins accepting applications for all Limited Duration Licenses (“LDLs”)

Spaces within existing buildings that are vacant on this date are required to obtain a LDL prior to occupancy

## September 21

Final day to submit temporary structure permit applications to DCE to ensure proper processing for the temporary activity period

## September 23

Final day to submit LDL applications to DCE for:

- Vending
- Sampling
- Signs
- Temporary Structures
- Mobile Wireless Facilities

Initial day that licensed mobile wireless facilities may be erected

Construction of licensed temporary and permitted temporary structures may begin

Final day LDLs will be issued for a previously vacant structure

Public may occupy all permitted and licensed temporary structures

## September 26

**Event activity period begins; Clean Zone requirements are in effect.**

Initial time that licensed temporary vending may begin

Initial time that licensed sampling may begin

## September 27

**Event activity period ends.** All temporary licensed activity must cease (including, but not limited to, occupancy of temporary structures)

## September 28

All licensed temporary structures must be completely removed

Licensed temporary signs must be completely removed

Licensed mobile wireless facilities must be completely removed

# Activity Specific Information

## Cart Vendors

**All cart vendors operating in the clean zone are required to obtain an LDL.** All cart vendors will need to otherwise remain in their annually designated vendor zones. If your designated vendor zone crosses into the clean zone and you wish to sell without an LDL, you must be at least 50 feet away from the clean zone boundaries and within your own zone to do business. LDLs are free of charge for currently licensed cart vendors.

*Any unauthorized vendor found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.*

## Food Trucks

No vendor may set up within fifty (50) feet of the Clean Zone boundaries defined maps below without an LDL and direct approval from the Event Sponsor. Temporary Vending LDLs are \$75.00.

*Any unauthorized vendor found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.*

## Downtown Restaurants, Bars, and Hotels

As with previous Civic-Sponsored Special Events, any temporary vending, structures, or signage placed outdoors will require Event Sponsor approval and the issuance of an LDL from the Department of Code Enforcement. The fee for each LDL is \$75.00.

Vending includes, but is not limited to, selling or distributing goods, free or for a cost, directly to the public that is otherwise not permitted within the scope of your license.

*Any unauthorized signage or vending activity found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.*

## Sidewalk Cafés

This clean zone will not affect day-to-day operations of existing sidewalk cafes; however, there should be no outdoor vending directly from your café to the public. Any temporary structures, signage, or vending that is otherwise prohibited will require an LDL and event sponsor approval.

## Ticket Brokers

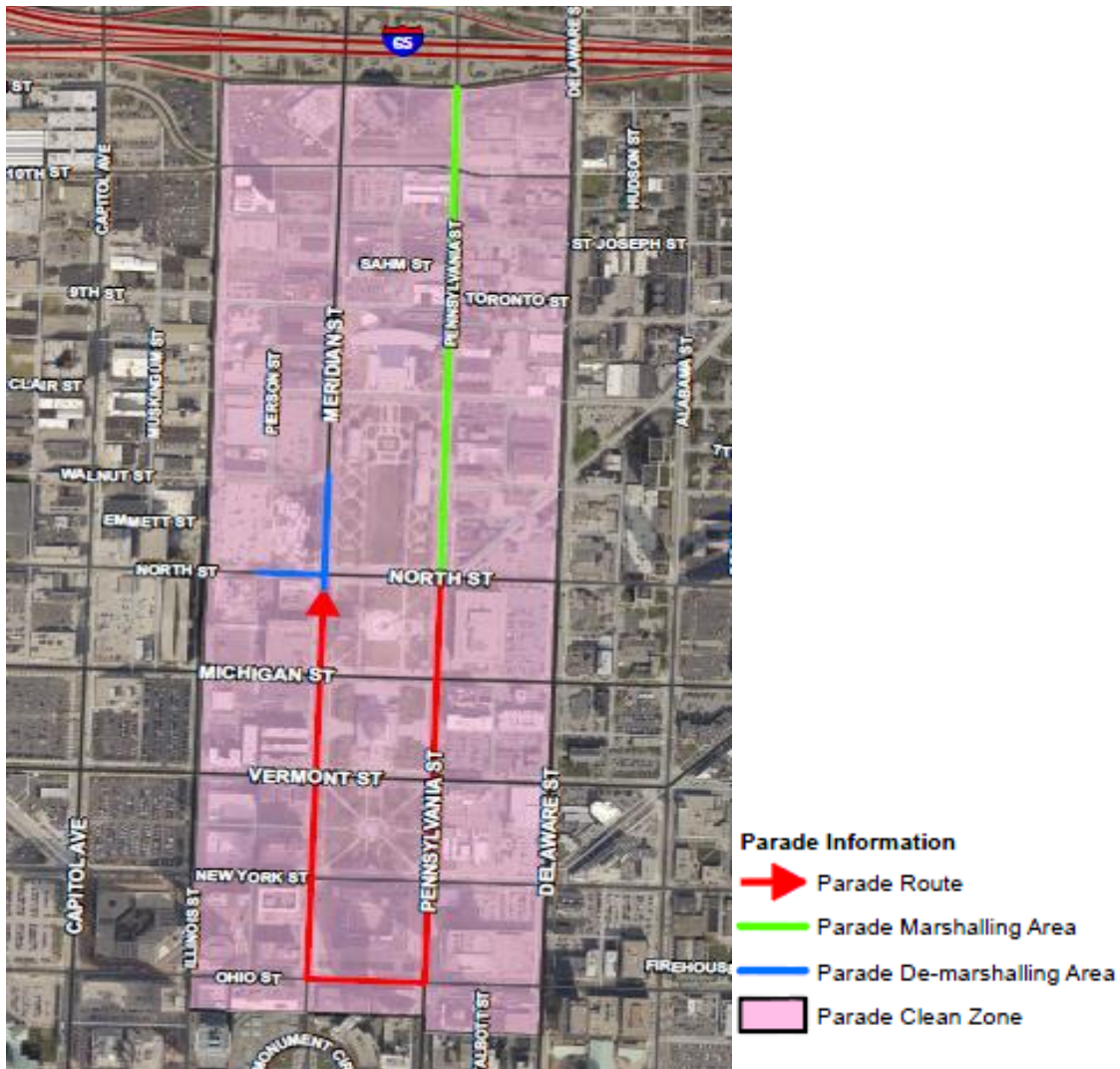
The ticket broker restricted area includes all areas within the boundaries of the designated Clean Zone map for the Fan Festival Tailgate. No ticket broker may sell within fifty (50) feet of the Clean Zone boundaries defined below.

*Any unauthorized signage or vending activity found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.*

# Clean Zone Map

## Circle City Classic Parade

September 26<sup>th</sup>, 2015 (6:00 AM – 2:00 PM)



## Boundaries

**North** – 11<sup>th</sup> St between Illinois St and Delaware St

**South** – Wabash St between Illinois St and Delaware St

**East** – Delaware St between 11<sup>th</sup> St and Wabash St

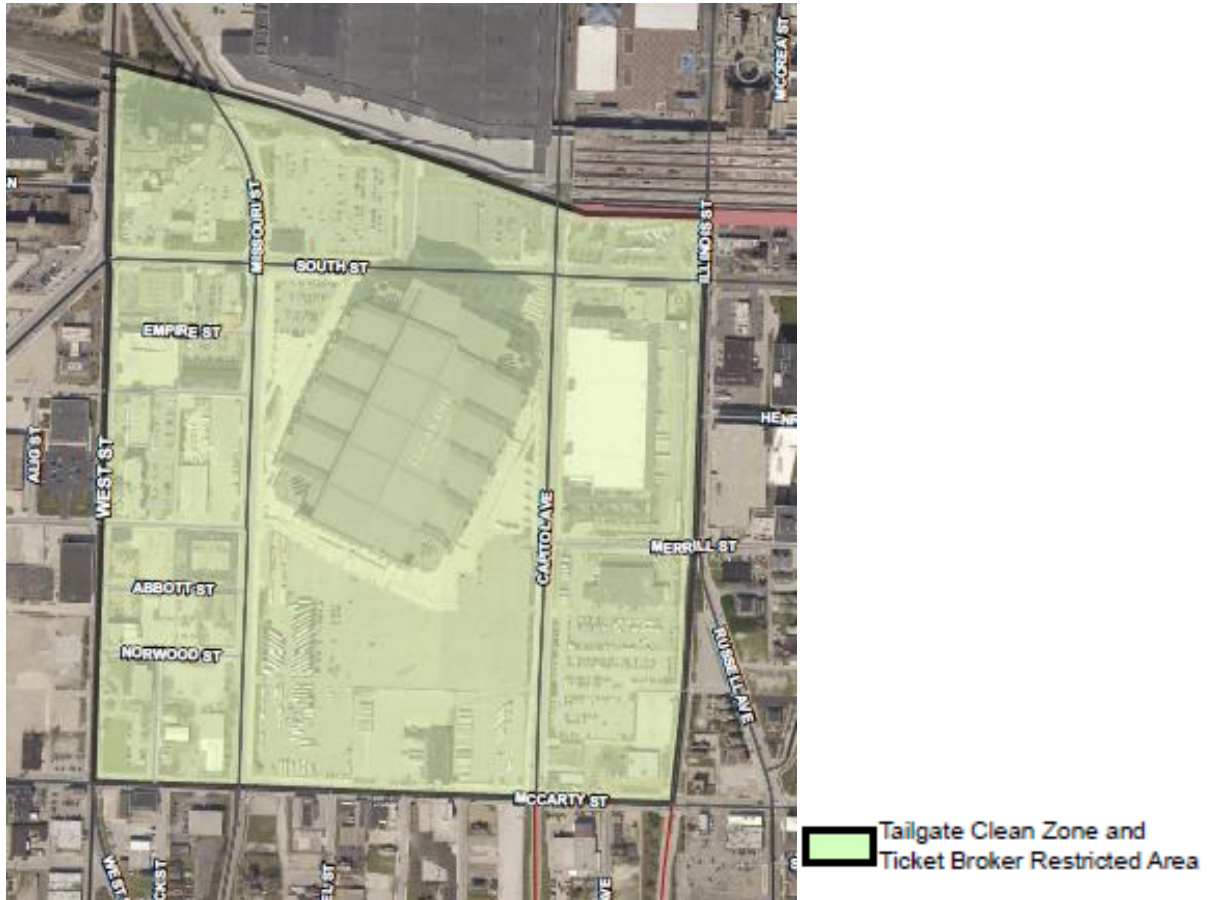
**West** – Illinois St between 11<sup>th</sup> St and Wabash St



# Clean Zone Map & Ticket Broker Restricted Area

## Circle City Classic Fan Festival Tailgate

September 26<sup>th</sup>, 2015 (8:00 AM – 11:59 PM)



## Boundaries

**North** – CSX Railroad Tracks between **West St** and **Illinois St**

**South** – McCarty St between **West St** and **Illinois St**

**East** – Illinois St between **CSX Railroad Tracks** and **McCarty St**

**West** – West St between **CSX Railroad Tracks** and **McCarty St**



## Frequently Asked Questions (FAQs)

### **Q: What is the Clean Zone?**

**A:** The Clean Zone is a geographically defined area where an event sponsor (in this case, Indiana Black Expo, Inc.) has the ability to approve temporary activity based upon the content or type of such activity. This approval is limited to temporary activity and decisions are made in conjunction with the City of Indianapolis to ensure that the interests of residents and neighbors are balanced with those of the event.

### **Q: How will my existing business operation be affected by the Clean Zone?**

**A:** All lawful, existing business operations not engaging in temporary activity will not be affected by a special event or creation of a Clean Zone. If you wish to make an improvement during this period that is not temporary, you will have to use the typical process to obtain permits, Regional Center approval, etc.

### **Q: If I am erecting a temporary structure that has advertising signs or mobile food set up within it, do I need to obtain multiple LDLs?**

**A:** Yes, a separate LDL application, fee, and approval are required for each type of temporary activity. For example, a tent that has a large advertisement imprinted on its roof would require an LDL for the temporary structure and the temporary sign. If the tent were to sell food or beverages, an LDL would be necessary for the temporary vending.

### **Q: Where should I go to apply for a LDL?**

**A:** All applications for an LDL must be returned in person to the Department of Code Enforcement, located at 1200 Madison Avenue, Suite 100, Indianapolis, Indiana 46225-1616 or via email to [specialevents@indy.gov](mailto:specialevents@indy.gov). If you drop off your application, DCE personnel will review your application and associated documentation to ensure efficient processing of your request.

## Contact Information



# City of Indianapolis

## Department of Code Enforcement

1200 Madison Ave, Ste 100  
Indianapolis, IN 46225

(317) 327-4316 (P) | (317) 327-0817 (F)  
[specialevents@indy.gov](mailto:specialevents@indy.gov) | <http://www.indy.gov/specialevents>



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